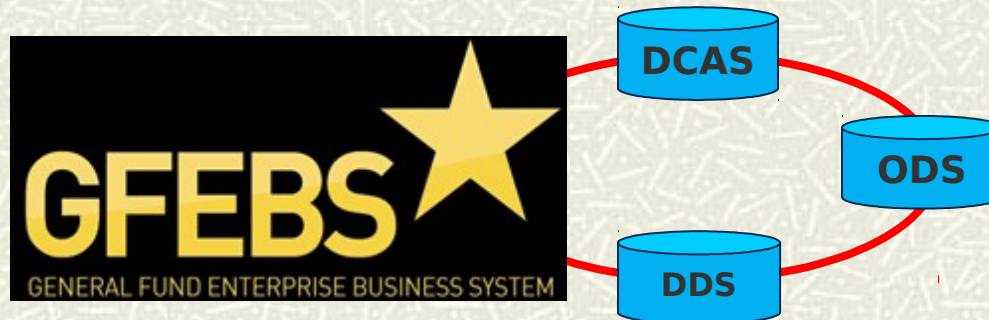




US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBBS Access and Familiarization

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

Action, Conditions and Standard

- #**ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively navigate the Training Environment and applicable training materials
- #**CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment and Army Knowledge Online (AKO) website
- #**STANDARD:** identify and navigate through the different elements and options offered in the main screen of the General Fund Enterprise Business System (GFEBS), the Performance Support Website (PSW) and additional training materials. Utilize shortcuts/tips and successfully access training, walkthrough and job aid materials for each transaction.

Agenda

▶ **GFEBS Access and Login**

- ▶ Saving the GFEBS page to AKO favorites
- ▶ Accessing GFEBS through AKO favorites
- ▶ GFEBS Access Screen
 - ▶ Performance Support Website (PSW)
 - ▶ GFEBS environment Log-In

▶ **GFEBS Main Body screen and Menus**

- ▶ SAP Easy Access- User Menu
- ▶ SAP Easy Access- SAP Menu
 - ▶ Adding/Changing and accessing Favorite Transactions

Agenda

- ▶ Command Codes, Transaction Codes, Shortcuts and Tips
 - ▶ Command and Transaction Codes
 - ▶ System shortcuts
 - ▶ Status bar Messages
 - ▶ Messages (Error)
 - ▶ System Tips
- ▶ Search and Input Field assistance Tips
 - ▶ Search Windows and Wildcards
- ▶ **GFEBS additional Training tools and resources**
 - ▶ milWiki
 - ▶ GFEBS Public Files
- ▶ **Useful Links**




GFEBBS Access and Login

AKO/GFEBS Access

URL: <https://www.us.army.mil>

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY PORTAL ONLINE



U.S. Army Sgt. 1st Class Jessie H. Sanchez with the 4th Brigade Combat Team "Currahee", 101st Airborne Division (Air Assault), observes a Soldier doing pushups, during an Army Physical Fitness Test for Currahees competing in Soldier/Non-commissioned Officer of the Quarter as well as the Sgt. Audie Murphy board at forward operating base Salerno, Afghanistan, July 14, 2013. (U.S. Army photo by Sgt. Justin A. Moeller, 4th Brigade Combat Team Public Affairs) (Photo by U.S. Army)

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- ▶ This IS includes security measures (e.g., authentication, access controls) to protect USG interests—not for your personal benefit or protection.
- ▶ Notwithstanding the above, using this IS does not constitute a release of information under the Freedom of Information Act (5 U.S.C. 552), nor does it constitute a disclosure of information under the Privacy Act (5 U.S.C. 552a).

I Accept

CAC/PIV Login **I don't have a CAC/PIV**

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Sign in ☐ Low Bandwidth ☐ Sign in directly to Webmail

Having trouble accessing AKO?

2 **New to AKO?** **Register**

Windows Security

Confirm Certificate

Confirm this certificate by clicking OK. If this is not the correct certificate, click Cancel.

Last.First. 1111.....
Issuer: DOD CA-32
Valid From: 4/1/2014 to 2/15/2015
[Click here to view certificate properties...](#)

OK **Cancel**

3

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)



AKO Recommends

[General Fund Enterprise Business System \(GFEBS\)](https://www.us.army.mil/suite/page/247127)

<https://www.us.army.mil/suite/page/247127>

General Fund Enterprise Business System (GFEBS)




NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)

Adding the GFEBS Page to your "Favorites" for easy access




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GFEBS 

Email Files Discuss Groups IM Forms

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾ Search...








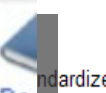
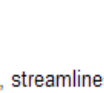
 **GFEBS Home** (Related Content ▾) [Add to Favorites](#)

[AKO Home](#) > [DoD Organizations](#) > [Army](#) > [Headquarters, Department of the Army \(HQDA\)](#) > [Secretary of the Army \(SA\)](#) > [ASA \(Financial Management and Comptroller\)](#) > [GFEBS Home](#)

Welcome to GFEBS

General Fund Enterprise Business System
National Guard and the Army Reserve. GFEBS is the Army's Standard Operation and Maintenance Army Accounting System.

GFEBS Wallpaper
800 x 600
1024 x 768
1600 x 1200





        

Email Files Discuss Groups IM Forms Video People

Search... AKO C

[Add to Favorites](#) Options ▾

GFEBS System

-  [GFEBS GRC \(Access Control\)](#)
GFEBS GRC
-  [GFEBS Portal \(Production\)](#)
-  [GFEBS Self-Service Home](#)
Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)
-  [GFEBS Training and Performance Support Website \(GFEBS Help\)](#)

1

GFEBS Login procedures

Accessing GFEBS through the "Favorites Menu"

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U.S. ARMY AKO KNOWLEDGE ONLINE FOUO

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾

Documents
Folders
Communities
Pages

AKO M...
New No...
New In My Files
New In My Blog
My Tasks
Tell CPT AKO/T...
G1 Suicide Prev...
Webmail Lite
AKO Speed Test
AKO Training

Pages
EagleCash Home
OTCnet Home
FM net
GFEBS Home

Complicated? The
AKO users earned the title of
successfully navigating all three
1. This self-guided, online
n and engaging (and sometimes
ers to learn how to make the
ave what it takes to succeed?
:"
d

our Army Service

• Special Event Announcements
• Training and Professional Development Announcements

Announcements AKO News AKO Select Links AKO Stats

How do you usually access AKO?
* Answer ○ Government computer, with a CAC/PIV

GFEBBS access Screen



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GFEBBS ★

Home ▾

AKO Home > DoD Organizations > Army > GFEBBS

Welcome to the **GFEBBS System**

General Functionality: National Guard Standard Operating Procedure

GFEBBS Waiver: 800 x 600, 1024 x 768, 1600 x 1200

GFEBBS System

- GFEBBS GRC (Acquisition) GFEBBS GRC
- GFEBBS Portal (Production) and by role.
- GFEBBS Self-Service Home
- Create/View/Update Helpdesk Requests (NIPRNET Access is Required)
- GFEBBS Training and Performance Support Website (GFEBBS Help)**
- GFEBBS Training Portal (End User Training)**
- GFEBBS 1.4 QA Portal
- GFEBBS Training and Performance Support Website (GFEBBS Help)
- GFEBBS Training Portal (End User Training)
- GFEBBS 1.4 QA Portal

streamlines and shares critical data across the active Army, the Army used standard accounting system for Army Installations, and the Government Enterprise Resource Planning (ERP) systems.

Remove from Favorites Options ▾

ASA (Financial Management and Comptroller) > GFEBBS

connecting

GFEBBS Knowledge Management Portal

GFEBBS Leverages milSuite Knowledge Management Tools

The Performance Support Website (PSW) allows you to access GFEBBS simulation and walk-through training materials by course name, course topic, and by role.

Access to the GFEBBS Training Portal (TED) and/or production

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)



GFEBS ★

MAIN GLOSSARY CONTACT SITE INFO SEARCH

GFEBS

- [-] GFEBS Training Courses
- [-] GFEBS User Roles
- [-] GFEBS Materials A-Z
- [-] GFEBS Training Information
- [-] GFEBS Interface Monitor Training and Tools
- [-] GFEBS Reports

Welcome to the GFEBS Training Performance Support Website (Training PSW)!

The GFEBS Training Performance Support Website is a key component of the GFEBS Training and Performance Support Strategy. The Training PSW contains training materials for the current wave or next wave of Training.

- [-] **GFEBS Training Courses**
- [-] **GFEBS User Roles**
- [-] **GFEBS Materials A-Z**
- [-] **GFEBS Training Information**
- [-] **GFEBS Interface Monitor Training and Tools**
- [-] **GFEBS Reports**

Expand the menus to view the available options for each course name, course topic, and by role. Click the "+" signs to expand

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)

GFEBS

- [GFEBS Training Courses](#)
 - [Cost Management](#)
 - [Equipment and Assets](#)
 - [Financials](#)
 - [Funds Management](#)
 - [General](#)
 - [Plant Maintenance](#)
 - [Project Systems](#)
 - [Real Property](#)
 - [Reimbursables](#)
 - [Spending Chain](#)
 - [L250E Acquisition Process Overview](#)
 - [L251E Accounts Payable Process Overview](#)
 - [L451E Material and Vendor Master Data Maintenance](#)
 - [L452E Purchase Requisitioning and Approval Workflow](#)
 - [L453E Purchase Orders and Contracts](#)
 - [L454E Goods Receipt Processing](#)
 - [L455 Invoice Processing](#)
 - [Application Tutorials](#)
 - [Job Aids](#)
 - [User Procedures](#)

Application Tutorials

Listed below are topics discussed within the User Procedures category. Click a topic to navigate to more information.

- [Add Misc Pay Invoice Attachment User Procedure](#)
- [Cancel Invoice Document User Procedure](#)
- [Change Document User Procedure](#)

Application Tutorials: step-by-step interactive transaction simulations

Job Aids: step-by-step in-detail transaction walkthroughs

User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)



GFEBBS Additional Training Tools and Resources

milWiki Training Site



GFEBS Knowledge Management Portal

GFEBS Leverages milSuite Knowledge Management Tools

GFEBS is now using milSuite in conjunction with AKO to support the GFEBS user community. (milSuite Solution) GFEBS has leveraged these capabilities dedicated to the use of Web 2.0 and professional networking across the AKO/DKO community. As a GFEBS user, you can receive Project and system updates, including job aids, CONOPS, Lessons Learned, and much more. GFEBS users when you join the GFEBS milBook group. The GFEBS milWiki Portal is quickly becoming a go-to for GFEBS users. Favorites! Users can now follow GFEBS news and events via the GFEBS milBlog page.

1

Shortcut to the milWiki Portal

For your convenience, here are some tips and tricks for accessing and navigating the milSuite capabilities. You can access the milSuite tools by click the links in the text above or clicking on the images below.



Shortcut to specific sections of the milWiki Portal

NOTE: This may be accessed through the AKO GFEBS home page (middle portion)

NOTE: Users must first register to the "milSuite" portal in order to gain access to the training materials. See next slides.

milSuite

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- This site is not approved for Personally Identifiable Information (PII). If you suspect PII, please contact milsuite.mil@us.army.mil. For more information on PII, review DoDD 5400.11, the DoD Privacy Program.

By clicking the "I AGREE" button below, you're accepting the terms and conditions mandated above

2

I AGREE

[I would like to log in](#)

milWiki Training Site (Cont'd)

Requesting Access

milSuite

Sorry, but we had trouble verifying your account on milSuite.

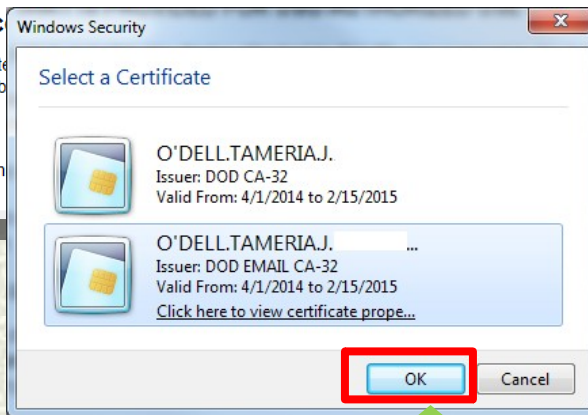
Below are a few common reasons a user may experience trouble logging into milSuite.

Do you have a milSuite Account?

If this is your first time accessing milSuite, you will need to create an account. Please contact your supervisor or the milSuite help desk for assistance.

[Click here to register!](#)

1



2

NOTE: It may take up to 10 minutes for your account to be activated in the system.

First Name:	<input type="text" value="your data"/>
Middle Name:	<input type="text" value="your data"/>
Last Name:	<input type="text" value="your data"/>
Enterprise Username:	<input type="text" value="your data"/>
Telephone Number:	<input type="text" value="your data"/>
E-mail:	<input type="text" value="your data"/>
CAC Serial:	<input type="text" value="your data"/>
CAC CA:	<input type="text" value="your data"/>
<input type="button" value="Create New Account"/>	

3

Verify your information and create the account

milWiki Training Site (Cont'd)

Website breakdown

The screenshot shows the milWiki Training Site interface. The top navigation bar includes links for Tameria.j.odell, Talk, Preferences, Watchlist, Contributions, and Log out. Below this is a search bar and a row of tabs: Portal, Talk, and Post to milWire. The main content area is titled "Portal:GFEBS" and includes a sub-header "This article is for the GFEBS Portal. For the Weapon System Portfolio entry, please see GFEBS (System)." Below this is a row of tabs: Page, Running GFEBS, Digital Sm, Book, Train, Command Specific Jo, ids and Information, Provisioning, and Lessons Learned. The main content area is divided into several sections, each with a callout box explaining its purpose:

- Other milWiki Resources**: A sidebar on the left containing links to Main Page, Create an Article, Categories, New Articles, All Portals, Recent Changes, Support, milWiki on Mil U, milWiki Help, milWiki Tutorial, milWiki Images, Community Portal, Sandbox, Guidelines, milSuite, Global Services, and Tools.
- GFEBS news, key links and latest information**: A section titled "GFEBS news, key links and latest information" with a sub-header "The General Fund Enterprise Business System (GFEBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".
- GFEBS Class information and schedules**: A section titled "GFEBS Class information and schedules" with a sub-header "Enterprise Business System (EBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".
- Various online transaction walkthroughs**: A section titled "Various online transaction walkthroughs" with a sub-header "Enterprise Business System (EBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".
- Lessons Learned**: A section titled "Lessons Learned" with a sub-header "Enterprise Business System (EBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".
- Access to GFEBS guidelines**: A section titled "Access to GFEBS guidelines" with a sub-header "Enterprise Business System (EBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".
- Location and duty specific Job Aids**: A section titled "Location and duty specific Job Aids" with a sub-header "Enterprise Business System (EBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".
- Helpful training resources and websites**: A section titled "Helpful training resources and websites" with a sub-header "Enterprise Business System (EBS) is the Army's new web-enabled standardizes, streamlines and shares the Army Reserve. GFEBS uses Commercial Off-the-Shelf (COTS) in transforming how the Army does management culture. The primary better enable Army deployed to more the centers are".

The bottom of the page contains a footer with the text: "For convenience, here are some tips and tricks for accessing and navigating the different milSuite tools GFEBS is leveraging to support the GFEBS user community."

GFEBS Login procedures (Cont'd)

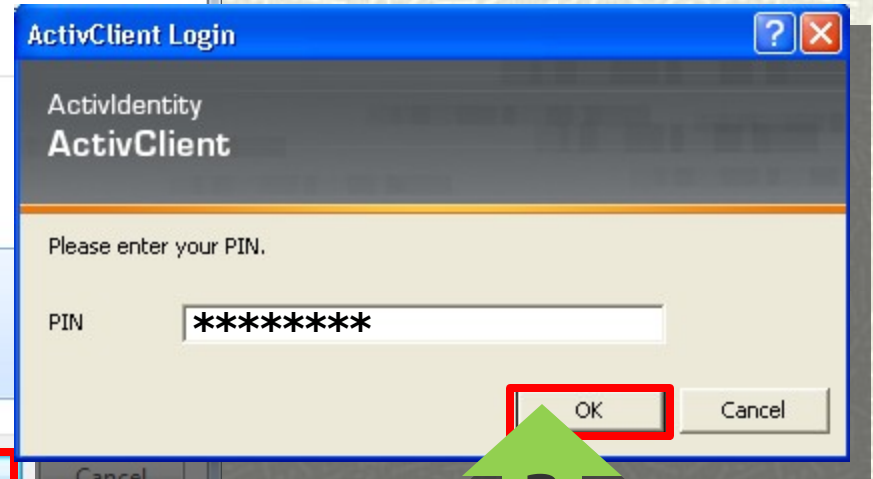


CAC Access



WARNING! This computer is the property of the United States Department of Defense and may be used for official business only. Use of this system is strictly for official business and is subject to the Department of Defense Information Security Policy. The Department of Defense reserves the right to monitor and control all communication on this system. By accessing this system, you agree to the Department of Defense Information Security Policy. Users have no expectation of privacy in any information, either official or unofficial, transmitted or received on this system, including information transmitted or received on this system using personal devices.

NOTE: The PSW Page may be left open while running the GFEBS page



CAC Login

1

2

3



GFEBBS Main Body Screen and Menus

GFEBS Main Body screen

The screenshot shows the GFEBS Main Body screen with several annotations. A green arrow points from the 'ERP' tab in the top navigation bar to a yellow box explaining how to exit the screen. Another green arrow points from the 'Welcome' section to a yellow box labeled 'Important system announcements'. A third green arrow points from the 'Support' section to a yellow box labeled 'GFEBS technical support information'. A fourth green arrow points from the 'Available Resources' section to a yellow box labeled 'Shortcuts to up-to-date training materials'. The 'Available Resources' section also contains a red-bordered box with a note about UNCLASSIFIED//FOUO data.

Welcome

GFEBS Home **ERP** Business Intelligence

Home

To exit the Main Body screen, click on the “ERP” tab to access GFEBS (only available in the production database).

Important system announcements

GFEBS technical support information

Shortcuts to up-to-date training materials

Note: This screen is only seen in the Production (real-life) GFEBS environment.

Available Resources

This information system is approved for UNCLASSIFIED//FOUO data

Here are some resources to help with day-to-day activities:

GFEBS Performance Support Website (PSW) - A compilation of training guides and simulations, and job aids necessary to perform GFEBS job functions.

A website that hosts the GFEBS Computer-Based

Support

For any questions related to the system, please contact the GFEBS Help Desk via GFEBS Self-Service Home, by phone, or by email:

Phone: 1-866-757-9771 (+ 1 541 429 6442 internationally)

Email: Army.GFEBS.Helpdesk@mail.mil

Hours of Operation: 24-7

Create new, view and update current requests via GFEBS Self-Service Home (NIPRNET access required): remedyweb.gfebs-erp.army.mil

Upcoming DCOs/Hotlines

GFEBS Universal Worklist

The Universal Worklist is another screen accessed from the GFEBS Home page tab. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items.

On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the

Same transaction or function. (These are not seen in the training database)

The "Universal Worklist" can be accessed at any time under the "GFEBS Home" tab

Systems Application and Products in Data Processing (SAP) Easy Access - User Menu

Menu Tool Bar



Welcome Tameria O'dell



THE UN

Clicking "Help" will open the PSW in a separate window



Help

Log off

GFEBS

Operational

TED-359

Search Advanced Search

TED-359

History Back Forward

SAP Easy Access - User Menu for Tameria O'Dell

Menu

Log off

System

User menu

SAP menu

SAP Business Workplace

Add to Favorites

Delete Favorites

Favorites

User Menu for Tameria O'Dell

Menu tool bar: The Menu Toolbar is dynamic and will differ depending on the transaction. This example shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Spending Chain Transaction and Command Codes Job Aids will be discussed during this class. The black lower right corners on buttons (see example below) indicate a menu. This convention is used throughout GFEBS.

Menu

Menu
Edit
Favorites
Extras
System
Help
Using ...
SAP GUI for HTML Options

TED (359) saptedci

SAP Easy Access - User Menu (Cont'd)

n, Status Bar and User-to-SAP Menu toggle

The screenshot shows the SAP Easy Access - User Menu for Tameria O'Dell. The interface includes a top banner with a welcome message, a U.S. Army logo, and a GFEBS logo. Below the banner is a navigation bar with buttons for Menu, Log off, System, User menu, SAP menu, SAP Business Workplace, Add to Favorites, and Details. A dropdown menu is open for the Details button, showing options: Open in New Window, Personalize, Details, Add to Browser Favorites, and Add to Portal Favorites. The main content area displays a list of favorites and a system information table. The status bar at the bottom shows a message: Enter Purchasing Org.

Log Off (closes Portal session)

Options Icon: enables the user to open multiple sessions at one time (it is recommended that a user not have more than three sessions open at once), add favorites to internet Browser and Portal favorites.

Log Off (closes GFEBS session)

Buttons to toggle between "User Menu" and "SAP Menu".

Field utilized for Command code entry, Transaction code navigation, report request,

Status Bar: displays information such as system and input error messages

System information: displays transaction being processed, system

System	TED (359)
Client	359
User	1082692149
Dynpro	SAPLSMTR_NAVIGATION0101
Transaction	SMEN

Enter Purchasing Org.

SAP Easy Access - SAP Menu



SAP Navigation pane

Welcome Tameria O'dell

Operational

TED-359

Search Advanced Search

TED-359

History Back Forward

SAP Easy Access

Menu Log off System User menu SAP SAP Business Workplace Add to Favorites Delete Favorites

Unexpanded

Expanded

Expand the menu by utilizing the Black arrows for navigation

- ▶ Favorites
- ▼ SAP Menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Collaboration Projects
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Human Resources
 - ▶ Information Systems
 - ▶ Tools
 - ▶ WebClient UI Framework

Expanded

- ▶ Favorites
- ▼ SAP Menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Collaboration Projects
 - ▼ Logistics
 - ▼ Materials Management
 - ▼ Purchasing
 - ▼ Purchase Order
 - ▶ Create
 - ME22N - Change
 - ME23N - Display
 - ME24 - Maintain Supplement

The Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.

TED (359) sapredci

SAP Easy Access - SAP Menu

Adding/Changing Favorites (most commonly processed transactions for us)

The screenshot illustrates the process of adding a transaction to the SAP Easy Access Favorites menu. The interface includes a top navigation bar with 'Welcome', 'AFMS', and 'TED-357'. Below this is a search bar and a 'SAP Easy Access' section. A green arrow labeled '1' points to the 'Menu' button in the top left. A yellow callout box says 'Click on MENU'. A second green arrow labeled '2' points to the 'Insert transaction' option in the 'Menu' dropdown. A yellow callout box says 'Click "Insert Transaction"'. A third green arrow labeled '3' points to the 'Transaction Code' field in the 'Manual entry of a transaction' dialog, which contains 'ME21N'. A yellow callout box says 'Enter desired transaction T-Code'. A fourth green arrow labeled '4' points to the checkmark button in the dialog. A yellow callout box says 'Click Checkmark to Continue'. The background of the dialog shows a blue water ripple pattern. The bottom right corner of the screenshot shows 'TED (357)'.

Click on MENU

1

Menu

Log off System User menu

Menu

Edit

Favorites

Extras

System

Help

Using ...

SAP GUI for HTML Options

Add Ctrl+Shift+F6

Change

Move

Delete

Insert folder

Insert transaction

Add other objects Ctrl+Shift+F7

Download to PC

Upload from PC

Manual entry of a transaction

Transaction Code

ME21N

3

Enter desired transaction T-Code

4

Click Checkmark to Continue

Click "Insert Transaction"

TED (357)

SAP Easy Access - SAP Menu

(Cont'd)

Adding/Changing Favorites (*most commonly processed transactions for us*)

Operational

TED-359

Search Advanced Search

TED-359

SAP Easy Access

Menu Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down Move Favorites up

Favorites

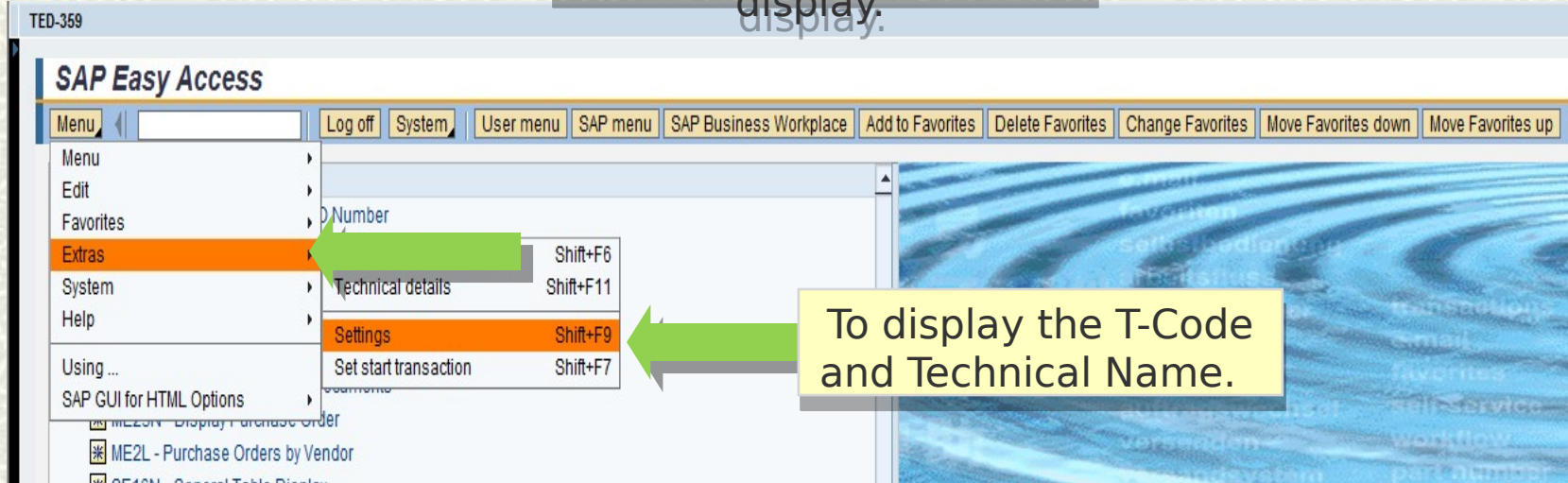
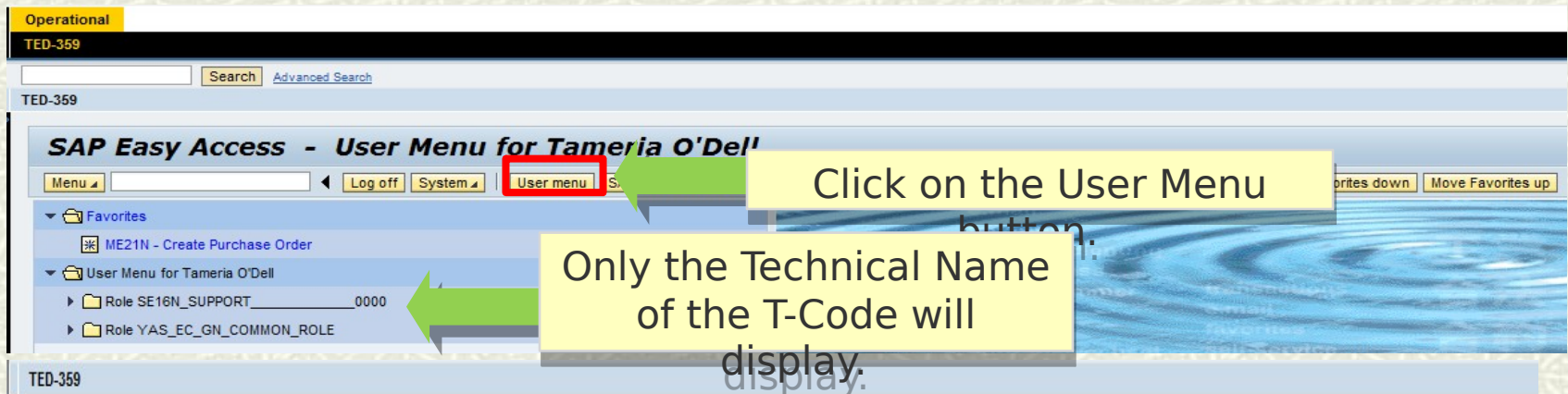
- ME21N - Create Purchase Order

SAP Menu

- Office
- Cross-Application Components
- Collaboration Projects
- Logistics
 - Materials Management
 - Purchasing
 - Purchase Order
 - Create
 - ME21N - Vendor/Supplying Plant Known
 - ME25 - Vendor Unknown

The saved favorite will appear in both the Favorites and the SAP menus. Although a different definition may display, the T-code is the same. When double-clicking on the favorite, this will navigate the User directly to the saved transaction code.

SAP Easy Access - SAP Menu (Cont'd)



SAP Easy Access - SAP Menu (Cont'd)

TED-359

Search Advanced Search

TED-359

SAP Easy Access - User Menu for Tameria O'Dell

Menu Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down Move Favorites up

- ▼ Favorites
 - ✱ Create Purchase Order
- ▼ User Menu for Tameria O'Dell
 - ▶ Role SE16N_SUPPORT_____0000
 - ▶ Role YAS_EC_GN_COMMON_ROLE

Settings

This is used to specify settings

- ☐ Display Favorites at End of List
- ☐ Do not display menu, only display favorites
- ☐ Do not display picture
- ☒ Display Technical Names
- ☐ Show First Level

Select Display technical names then the green checkmark.

TED-359

Search Advanced Search

TED-359

SAP Easy Access - User Menu for Tameria O'Dell

Menu Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down Move Favorites up

- ▼ Favorites
 - ✱ ME21N - Create Purchase Order
- ▼ User Menu for Tameria O'Dell
 - ▶ Role SE16N_SUPPORT_____0000
 - ▶ Role YAS_EC_GN_COMMON_ROLE

Favorites will display T-Code and technical name.



Command Codes, Transaction Codes Shortcuts

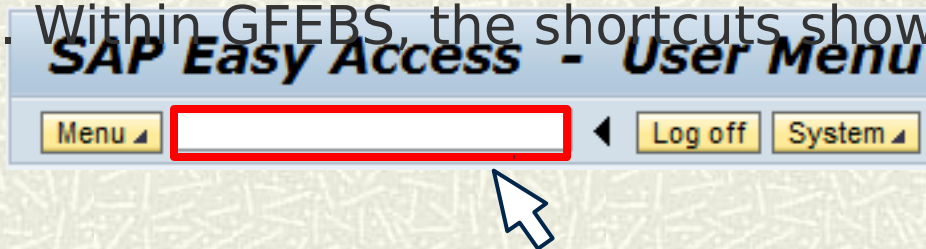
Command and Transaction Codes



GFEBs uses command codes, transaction codes (T-codes) and shortcuts to relay instructions to the system. T-codes and command codes are slightly different.

A T-code is a unique identifier attached to each transaction in SAP. A command code is the text typed into the Command field in order to access a transaction. It consists of the T-code when the user is on the home screen (the SAP Easy Access Menu) or of the T-code and a prefix if the user is currently working within a transaction.

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBs, the shortcuts shown below are available.



Command and Transaction Codes

Command Code

Action

SAP Easy Access - Menu ▾ ME23N	<ul style="list-style-type: none"> ➤ Takes the user to the associated transaction if currently at the SAP Easy Access Menu. In this case, display a PO.
SAP Easy Access - Menu ▾ /N	<ul style="list-style-type: none"> ➤ Ends the current transaction and returns the user to the SAP Easy Access Menu (the water screen)
SAP Easy Access - Menu ▾ /NMIRO	<ul style="list-style-type: none"> ➤ Ends the current transaction and starts a new specified transaction. In this case, an Invoice.
SAP Easy Access - Menu ▾ /O	<ul style="list-style-type: none"> ➤ Displays an overview of the open sessions.
SAP Easy Access - Menu ▾ /OMIGO	<ul style="list-style-type: none"> ➤ Starts a new session with the specified transaction while keeping the current session open.
SAP Easy Access - Menu ▾ /I	<ul style="list-style-type: none"> ➤ Closes the active session.
SAP Easy Access - Menu ▾ /Nend	<ul style="list-style-type: none"> ➤ Ends the current transaction and prompts the user to log off SAP.

NOTE: Mission Specific Transaction Codes will be covered in depth during

Types of Transaction Codes

GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user's Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

<u>T-Code ending in:</u>	<u>The T-Code will:</u>	<u>Example</u>
1	Create a new transaction.	<u>FMZ1</u> - Create Funds Commitment
2	Change a saved transaction	<u>FB02</u> - Change Document
3	Display a transaction.	<u>XK03</u> - Display Vendor

Transaction Codes for Reports will usually start with the letter "S".
Example: **S_P99_41000099** - Payment List

NOTE: Mission Specific Transaction Codes will be covered in depth during

System Shortcuts



With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS, the shortcuts shown below are available

Action	Shortcut
Back	F3
Cancel	F12
Choose	F2
Copy	Ctrl + C
Create	F6
Cut	Ctrl + X
Display/Change	F7
Exit	Shift + F3
Help	F1
Last Page	Ctrl + Page Down
Next Page	Page Down

Action	Shortcut
Page Up	Ctrl + Page Up
Paste	Ctrl + V
Possible Values	F4
Previous Page	Page Up
Save	F11 (from within a transaction)
Tab left	Shift + Tab
Tab right	Tab
Undo	Ctrl + Z
Up, down, left, right	Arrow Keys

System Tips



In order to gain more input space within the screen, use the F11 function key to “minimize” the webpage header. The same procedure will return the screen to its normal state and size.

“Single-Click” on the Green portion of the Header, then press F11

F11

The screenshot displays the SAP NetWeaver P... interface. The top header area is green and contains the text "THE UNITED STATES ARMY - TRAINING". A green arrow points from the text box to this header area. Below the header, the interface is split into two panels. The left panel shows the "Standard PO" form with fields for Purch. Org., Purch. Group, and Company Code. The right panel shows the "Create Purchase Order" form with a menu bar and tabs for Delivery/Invoice, Conditions, Texts, Address, Communication, Partners, and Additional Data. A red bracket highlights the bottom of both panels.

Status Bar Messages



When processing or saving transactions, the Status bar will return different messages in the Status Bar at the lower left-hand corner of the screen including:



Information messages: these messages indicate that the entry has been accepted and is displayed as a green button with a lower case letter I in it.



Warning messages: these messages indicate that the data may contain errors but does not prevent you from processing a transaction. Warning messages are displayed as a yellow button with an exclamation (“!”) mark.



Error messages: these messages indicate that there is a mistake that must be corrected before you can proceed to the next screen. Error messages are displayed as a red button with an exclamation point (“!”). GFEBs will not let you continue until you correct the entry.

Messages (Error)



When processing a transaction, the system will notify the user if input data is missing, inaccurate or it fails system checks prior to processing. The user will be unable to save the work unless these indicators are cleared by making additional input or the necessary corrections. The Icon may appear in multiple portions of the transactions screen; all errors must be cleared prior to saving the transaction. These errors are also known as “Hard Stops”.



If this icon is present in any field, the user must make the necessary corrections.

Typ	Message text	LtXt
<input type="checkbox"/>	DocHeader	
<input type="checkbox"/>	Purchase requisition still contains items with errors	
<input type="checkbox"/>	Item 10	
<input type="checkbox"/>	Requester/Approval DODAAC is mandatory. Customer Data->Workflow	
<input type="checkbox"/>	No Approvers found for PR. Please contact WF Approvers Administrator.	
<input type="checkbox"/>	Can delivery date be met?	
<input type="checkbox"/>	Enter a quantity	
<input type="checkbox"/>	Please enter material number or account assignment category	?
<input type="checkbox"/>	Item 10 Acct Assgt	
<input type="checkbox"/>	No commitment item entered in item 00010 ARMY	?

Technical Information

Messages (Error) (Cont'd)



Click on the Icon. This will prompt the system to display the error specifics (the errors would've appeared automatically upon an attempt to "Save" or "Check")

Place a check mark next to the desired error needing correction (multiple can be checked)

Message text	LText
Item 10	
Requester/Approval DODAAC is mandatory. Customer Data->Workflow	
No Approvers found for PR. Please contact WF Approvers Administrator.	
Can delivery date be met?	
Enter a quantity	
<input checked="" type="checkbox"/> Please enter material number or account assignment category	
Item 10 Acct Assgt	
<input type="checkbox"/> No commitment item entered in item 00010 ARMY	

Toolbar: [Check] [Edit] [Technical Information] [Navigation icons]

Please enter material number or account assignment category

Message no. 06026

Diagnosis

You have entered neither the **material number** nor the **account assignment category** in the item. An item representing a material without a **master record** (i.e. no material number is specified) or a service must have an account assignment category.

Double clicking on a specific error will display a suggestion to fix the error



Click "Edit" to correct errors. By selecting this option, the system will take the user directly to the erroneous field

Correct input error or input missing data

Material	Short Text
1	



Search and Input Field Assistance Tips

F1 Key- Specific input field assistant

Welcome Tamera O'dell

THE UNITED STATES ARMY - TRAINING

Operational
TED-359

Search Advanced Search

TED-359

Create Purchase Order

Menu **ME21N** Save Back Exit Cancel System Document Overview On Create Other

Standard PO Vendor Doc. date 07/14

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org.

Purch. Org.
Purch. Group
Company Code

NOTE: Use T-CODE ME21N

PO Quantity OUn C Deliv. Date Net Price

“Single-Click” in the input field you require assistance with then press the “F1” function key

F1

Performance Assistant

Purchasing Group

Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.

Use

- Internally, the purchasing group is responsible for the procurement of a material or a class of materials.
- Externally, it is the medium through which contacts with the vendor are maintained.

Input Fields in all screens will have this help option

Default Values Addl Planning

Item Detail

Specific Field data input and search

Welcome Tamera O'dell

THE UNITED STATES ARMY - TRAINING

Operational
TED-359

Search Advanced Search

TED-359

Purch. Org.

Standard PO Vendor

Delivery/Invoice Conditions Texts Address Comments Partners

Purch. Org.

Purch. Group

Company Code

Purchasing Organization (1)

Restrictions

POrg Purch. Org. Descr.

ARMY	US Army Purchasing
0001	Einkaufsorg. 0001

PO Qty OUn C Deliv. Date Net Price Curre... Per OPU Pint Stor. Location

Default Values Add Planning

Item Detail

If the data is known, it may be input directly into the desired field (the system will accept it if the data has already been staged in the database).

If the data is unknown, most fields will offer a Search option

Click the "Search" button. One of two options will appear based on the field. The amount of returns will dictate which option is given to the user. 1. Select the data. 2. Search the database for the desired data.


Note: The **F4** key may also be used to prompt the Search



windows


Search windows and Wildcards

Example “Vendor” Search window



Restrict Value Range (1) 

 Vendors (General) Vendors by Country/Company Code Vendors by Company Code 

Country 

City

Search term


Name


Vendor

Company Code

Maximum No. of Hits

Search windows will offer various options based on the selected field. The criteria may be different for each Field.

-The icon on the right side of the tabs will allow you to select a list of tabs available. 

-Items with this icon will display a list of available options when clicked. Do not click the desired option and the box will fill. 

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

There are instances when a search is required, but the user does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character. The asterisk (*) is the character used as a wildcard in GFEBS.

Partial Criteria Surrounded by Wildcards:

company - when input in the “Name” field on the search criteria screen, this will produce all Vendors with the word “company” within their name

Name

Cty	City	Search...	Name 1	Ven...
AU	CAMDEN PARK	Z1H26	ACE CHEMICAL COMPANY	Z1H26
AU	KENSINGTON	ZAC77	ABATE SAFE COMPANY	ZAC77
AU	KINGSGROVE	ZW840	3E SERVICE COMPANY PTY LT	ZW840

Partial Criteria ending in a Wildcard:

4623* - when input in the “Postal Code” field, this will produce all Vendors with a Zip Code starting with the provided data

Postal Code

SearchTerm	PostalC...	City	Name 1	Ven...
0035N	4623	GUNSKIRCHEN	BOMBARDIER ROTAX GMBH MOTO	0035N
00BL3	46231-0000	INDIANAPOLIS	EMS HERRITAGE LABORATORIE	00BL3
00MG4	46239-1048	INDIANAPOLIS	ASSOCIATED MATERIAL HANDL	00MG4
00S11	46237-0000	INDIANAPOLIS	ABC CUTTING CONTRACTORS I	00S11

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

Partial Criteria Preceded by a Wildcard:

***city** - when input in the “City” field, this will produce all Vendors located in cities with the word “city” at the end of their name

City

SearchTerm	PostalC...	City	Name 1
006Q6	08401-0000	ATLANTIC CITY	UNIVERSAL SAFETY CO
008C8	08401-0000	ATLANTIC CITY	HISPANIC VENTURES INC
00GZ2	35010-0000	ALEXANDER CITY	CONTEMPORARY TAX AND ACCO

Non-consecutive Partial Criteria with Wildcards:

jo*n* - when input in the “Name” field, this will produce all Vendors with the letters JO and N within their name (in that order).

Name

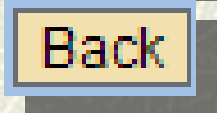
Cty	City	Search...	Name 1	V...
AU	SYDNEY	ZS860	JOAN BARRY THEATRICAL SUP	ZS860
BE	ALKEN	B6210	JO GOVAERTS NV	B6210
CA	TORONTO	L4485	JOAN ROBERTS CONSULTING	L4485

Note: The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. SFIS and GFEBS codes composed of numbers may be searched utilizing the above examples.

System Tips Handout



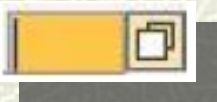
- Never utilize the browser “BACK” button while in the GFEBS environment. It will cause the “Webpage to Expire”



- When needing to go back to the previous screen, utilize this button not the browser back button



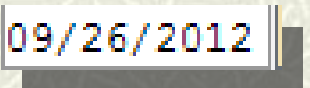
- Using the “TAB” key is the best way to navigate through input fields. TAB will move the cursor to the next available field; “Alt + TAB”, to the previous field.



- Active fields or fields that your cursor is in may be highlighted in orange.



- Required fields must be completed to process a transaction and are usually denoted by a checkmark.



- Dates are displayed and entered in MM/DD/YYYY format



- This icon Collapses menus



- This icon Expands menus

System Tips Handout (Cont'd)

Conditions

➤ This particular TAB indicates there are multiple TABS not shown on the particular Header.



Delivery/Invoice
Conditions
Texts
Address
Communication
Partners
Additional Data
Org. Data
Status
Customer Data

➤ These ICONS will allow the user to navigate from TAB to TAB (left to right and vice versa). Clicking the folder will allow the user to select a specific TAB not shown on the menu.

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

milWIKI

<https://www.milsuite.mil/wiki/Portal:GFEBS>

Theater Financial Management Support Center/POC

https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC



QUESTIONS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM